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"The world is moving so fast these days that the man who says it can't be done is generally interrupted by someone doing it."

--Elbert Hubbard

Purchasing Update

Division of Purchasing, Idaho Department of Administration

Issue 1

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iCatalog Now Operational

The iCatalog system for ordering products from statewide contracts through the Internet is now operational. Several orders have already been placed by agencies and the system is working quite well. While it is not mandatory that you use this system we ***strongly*** encourage that you do so. Why? Two reasons. First, the system will be much faster and easier to order items on contract. Second, because use of the system will help us better track statewide contract usage and vendor performance, produce accurate management reports, and in the end, help us do a better job of contract management for you.

If you are not currently using the system, please contact Frank Pierce at 208-327-7322 or fpierce@adm.state.id.us to arrange for training. Contracts currently available on the system are: Copy Paper (XpedX and Boise Cascade), Plastic & Paper (Unisource), Plastic Bags (Unisource and Gem State Paper), Office Furniture (Business Interiors, Intermountain Design, and Boise Cascade), and Recording Tapes, Audio & Video (Custom Recording and Sound). Several more contracts will be loaded in the near future.

The iCatalog can also be used by public agencies (cities, counties, school districts, etc.) that access state contracts. Contact Frank Pierce for more information.

Internet Purchasing System Use Expanding

The bid/response system, SicommNet BASEC, has been in place since the spring of 2001. In the first 6 months of use, we issued 751 solicitations, received 1,788 electronic responses, and made 586 awards totaling over \$40 million dollars. There are currently 7,000 vendors in the system. 44 state agencies are now sending BASEC requisitions (former DA-1's) to the Division of Purchasing and 14 agencies have been trained to use the system for issuing their own electronic quotes, obtaining responses, and creating purchase orders.

CPPB Certification Examination Offered

A group examination for the Certified Public Purchasing Buyers (CPPB) certification is being scheduled for mid-April. A one-day Certification Review Seminar will be scheduled the day before the examination to help prepare you for the test. The Review Seminar costs approximately \$150 and the examination is \$200 for NIGP members and \$400 for non-members. Examination fees must be paid in advance, 6 weeks before testing. More information will be provided soon. See www.nigp.org for more information on certification.

New Purchasing Rules Approved

Temporary purchasing rules IDAPA 38.05.01 promulgated last July have been reviewed and approved by the House and Senate State Affairs Committees. Barring problems, the rules will become permanent on the last day of the legislative session.

Revised Purchasing Publications Now Available

As a result of statute changes last year and related new purchasing rules, the following publications have been revised and are now available on the purchasing web site.

Introduction to Idaho Public Purchasing
Vendor's Guide to Doing Business with the State of Idaho
Frequently Asked Questions

The *Purchasing Reference Guide* is also being rewritten. Instead of one large publication, it will be released a few chapters at a time so that you may print, read, and replace the old information in your binder. The first four (4) chapters are now completed. As more chapters become available, announcements will be made in future issues of *Purchasing Update*.

- 1 *Introduction*
- 2 *Understanding Public Purchasing*
- 3 *The Acquisition Process*
- 4 *Delegated Authority*

To access these publications go to www2.state.id.us/adm/purchasing, click on "Agency Info" and then on "Publications".